

AGENDA
BOARD OF ELECTIONS COMMISSIONERS
July 30, 2014
5:00 P.M.
Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment (Limit: 3 minutes per person)
5. **Approval of Minutes**
 - A. Regular Meeting, June 18, 2014
6. **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings Account (quarterly)
 - D. Bank Card Statement
7. **Approval and Place on File - Treasurer's Report (monthly/year-to-date)**
8. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
9. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. 2015 Consolidated Primer Training
 - D. 2014 Budget Funding Update
 - E. Review 2013 Preliminary Audit Findings
 - F. Review of State Meeting regarding Omnibus Bill
 - G. IACREOT Conference Report
10. **New Business (action items)**
 - A. Approval of Memorandum of Understanding between the City, County, and Commission (Resolution # 2014-01)
 - B. Approval of FY2013 Audit
 - C. Approval of 2014-2016 Election Judges office
 - D. Approval of extending scope of Accounting Services with Johnson, Harkness, and Parks
11. **Executive Session**
 - A. Review of the Official Record - Pursuant to 5 ILCS 120/2 (C) (21)
 - B. Personnel - Pursuant to 5 ILCS 120/2 (C) (1)
 - C. Pending and/or Probable Litigation - Pursuant to 5 ILCS 120/2 (C) (11)
12. **Matters to be Referred from Executive Session**
13. Adjourn to August 27, 2014 meeting at 5:00 pm



Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506
323 WEST GALENA BOULEVARD
TEL: 630-897-4030 - FAX: 630-897-4060
www.auroravotes.org

Commissioners:

Leah Anderson- *Chairman*
Michael McCoy-*Vice Chairman*
Lillian Perry -*Secretary*

Hon. Thomas E. Mueller
Circuit Judge
Patrick K. Bond
Legal Counsel
Linda M. Fechner
Executive Director

THE BOARD OF ELECTION COMMISSIONERS OF
THE CITY OF AURORA, KANE, KENDALL, AND WILL COUNTIES, ILLINOIS

MEETING MINUTES

July 30, 2014

The Meeting of the Board of Election Commissioners of the City of Aurora is convened by Chairman Leah Anderson at the Aurora Election Commission, 323 W. Galena Blvd, in Aurora, IL at 5:00 p.m. on the 30th day of July, 2014.

Commissioner Perry called the role. Present are Commissioners Anderson, McCoy, and Perry. Also in attendance is the Executive Director Linda Fechner and Attorney Mary Dickson. Guest in attendance for the meeting is Nancy Brian.

The Meeting is opened with Attorney Mary Dickson leading the Pledge of Allegiance.

Chairman Anderson asked the board if Item 9E could be taken out of order to go over the 2013 audit review and management letter Preliminary findings. It was the consensus of the board to do so.

Ray Krause, Sikich LLP, provided the board with his agenda, preliminary findings and preliminary management letter. He explained the report to the board and answered any questions or comments to the draft reports. The commissioners will review with the resolution to be presented later in the meeting. Mr. Krause gave a preview of possible dates for the 2014 audit working with the commission with the election schedule.

Mr. Krause excused himself from the meeting.

Commissioner McCoy moved to approve the Minutes of the June 18, 2014 Board Meeting and second by Commissioner Perry. Motion passed by voice vote.

Commissioner McCoy moved and Commissioner Perry seconded to approve the Bank Statements and place on file. Motion passed by voice vote.

Commissioner McCoy moved and second by Commissioner Perry to place on file the Commission Treasurer's Reports. Motion passed by voice vote.

Commissioner McCoy motion to approve the Commission Bills and it is second by Commissioner Perry. On the motion to approve the commission bills, Commissioner Perry called the roll call vote and Commissioners Anderson, Perry, and McCoy voted 'aye' and the motion carried 3-0.

Unfinished Business:

Attorney Dickson addressed the board and explained that Attorney Bond was called to meetings in Washington DC to speak with the legislators prior to their recess. Attorney Dickson said that the Commission had no legal issues pending and that Mr. Bond has still been corresponding with the City's corporate counsel regarding the funding of the commission. Attorney Dickson said she was updated with the various bills, public acts and provided to the board the updated information.

She reminded the board that there will be a Candidate Primer Training held in the Commission office on August 13, 2014 at 6:00. It is posted on the Commission's

website and open to any interested persons. Attorney Pat Bond will be providing the training. This will be the third candidate training and has been successful in the past.

Attorney Dickson spoke on the budget update including receiving the funds from the Kane County Taxes. There is approximately \$54,397.41 due from the City of Aurora to cover the remaining 2014 budget.

There is not an update on the MOU and she would request that the board table discussion until next month.

The Executive Director gave a report on the June 24, 2014 meeting with the Illinois Commissions and the State Board of Elections to review and provide input for the recent legislation. The Director provided the board with paperwork that she received from the State.

The IACREOT conference was held in Florida and Commissioner Perry and Executive Director Fechner attended. The director gave a brief report on the conference. Chairman Anderson read a recap from Attorney Bond, who also attended the conference. Included in his report, he announce that the Executive Director received several certifications including receiving her certificate for the Chancellor program and the advanced certificate. She was in the first graduating class from George Washington University receiving her certificate in Public leadership. The letter also announced that the Director was elected Director of the elections Division for the International Association of Clerk, Recorders, Election Officials, and Treasurers.

New Business:

A motion was made to table the MOU Resolution by Commissioner McCoy and second by Commissioner Perry and on voice vote the motion passed. The Memorandum of Understanding is tabled until next month.

A motion to approve Resolution 2014- 11 Approving the Resolution accepting the 2013 Fiscal Year annual Audit Report from Sikich, llp, was made by Commissioner McCoy and second by Commissioner Perry. On roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carried 3-0.

A motion to approve Resolution 2014-12 Approving the 2014-16 selection of election Judges was made by Commissioner McCoy and second by Commissioner Perry. On Roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carried 3-0.

A motion was made by Commissioner McCoy to approve Resolution 2014-13 extending the accounting services of Johnson, Harkness, and Park, Inc.; it was second by Commissioner Perry and on roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carried.


Commissioner McCoy asked that the resolutions include a not to exceed figure in the future.

Next scheduled Meeting will be Wednesday, August 27, 2014 at 5:00 pm.

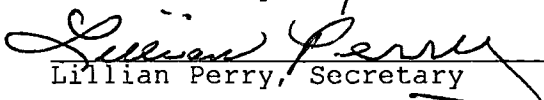
With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to the August 27, 2014 Meeting. Meeting ended at 6:15 pm



Leah Anderson, Chairman



Michael McCoy, Vice-Chairman



Lillian Perry, Secretary



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BANK STATEMENT RECAP
July 28, 2014

Hon. Thomas E. Mueller
Circuit Judge
Patrick K. Bond
Legal Counsel
Linda M. Fechner
Executive Director

RECONCILED BALANCE AS OF 6-30-2014

CHECKING: \$339,284.24
PAYROLL: \$17,403.04
SAVINGS: \$120.82

SUBTOTAL: \$356,808.10

(CREDIT CARD BALANCE: \$0.0)

DEPOSITS: 0.00
PAYROLL \$3,441.42 August 1, 2014 payroll
payroll 6,432.27 July 2014 payroll
SUBTOTAL \$346,933.42

JULYPAYABLES \$40,105.32

Funds: 306,828.10

Aurora Election Commission
Bill Payments for All Vendors
July 2014

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Jul 14				
illinois dept. of emplo...	Bill Pmt -Check	6505	07/30/2014	119.02
✓ ADT Security Services	Bill Pmt -Check	6509	07/30/2014	154.08
✓ Aurora Fastprint	Bill Pmt -Check	6510	07/30/2014	439.21
✓ Bond, Dickson & As...	Bill Pmt -Check	6511	07/30/2014	8,863.28
✓ Bruce Harris & Asso...	Bill Pmt -Check	6512	07/30/2014	800.00
✓ Comcast Phone LLC	Bill Pmt -Check	6513	07/30/2014	1,756.03
✓ EJ - Jillings, Christo	Bill Pmt -Check	6514	07/30/2014	9.18
✓ Fechner, Linda M	Bill Pmt -Check	6515	07/30/2014	2,646.79
✓ Janco Supply, Inc.	Bill Pmt -Check	6516	07/30/2014	174.20
✓ Jeffrey P. Fechner, Jr	Bill Pmt -Check	6517	07/30/2014	34.95
✓ Johnson, Harkness ...	Bill Pmt -Check	6518	07/30/2014	325.00
✓ KKC Imaging Systems	Bill Pmt -Check	6519	07/30/2014	133.56
✓ M.J.M. Medina Maint...	Bill Pmt -Check	6520	07/30/2014	300.00
✓ Pitney Bowes	Bill Pmt -Check	6521	07/30/2014	180.00
✓ Realtor Association ...	Bill Pmt -Check	6522	07/30/2014	8,680.02
✓ Roger C. Marquardt ...	Bill Pmt -Check	6523	07/30/2014	3,000.00
✓ Rosetta Stone	Bill Pmt -Check	6524	07/30/2014	4,490.00
✓ Sikich	Bill Pmt -Check	6525	07/30/2014	8,000.00
Jul 14				40,105.32

1:44 PM

08/27/14

Aurora Election Commission Bill Payments for All Vendors July 2014

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Jul 14				40,105.32

A RESOLUTION APPROVING OF EXTENDING THE SCOPE OF THE ACCOUNTING SERVICES OF JOHNSON, HARKNESS & PARK, INC.

July 30, 2014

Resolution No. 2014-13

RECITALS

WHEREAS, the Aurora Election Commission ("ELECTION COMMISSION") is a government entity, organized and existing pursuant to the Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/6-24, to engage independent external accountants to assist in payroll tax accounting matters; and

WHEREAS, the ELECTION COMMISSION seeks to ensure that its payroll tax matters are subject to proper accounting; and

WHEREAS, the ELECTION COMMISSION has previously engaged Johnson, Harkness & Park, Inc. for certain accounting services and finds that Johnson, Harkness & Park, Inc. will provide a high quality service at a reasonable cost to the tax payers; and

WHEREAS, the ELECTION COMMISSION finds that it is in the best interests of the ELECTION COMMISSION and the citizens of the City of Aurora to extend the scope of the accounting services of Johnson, Harkness & Park, Inc. to include payroll tax matters.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Election Commission, as follows:

1. That the recitals set forth above are incorporated herein and made a part hereof.
2. That the Board of Commissioners hereby approves extending the scope of the accounting services of Johnson, Harkness & Park, Inc. to include payroll tax matters to conform with the quote attached hereto and incorporated herein by reference as Exhibit "A".
3. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

4. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

5. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

6. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, Rm. 301, 37W777 Route 38, St. Charles, Illinois 60175.

APPROVED:

BY:

Leah Anderson, Chairman

Mike McCoy, Vice Chair

Lillian Perry, Secretary

ATTEST:

BY:

Lillian Perry, Secretary

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2014-13 passed and approved on July 30, 2014, as the same appears from the official records of the Aurora County Election Commission.

Lillian Perry, Secretary